

SCOPE OF WORK

**DECOMMISSIONING AND DEMOLITION OF
WASTEWATER TREATMENT PLANT**

Ancora Psychiatric Hospital
Winslow Township, Camden County, N.J.

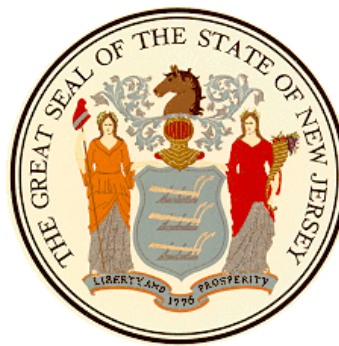
PROJECT NO. M1400-00

STATE OF NEW JERSEY

Honorable Jon S. Corzine, Governor

DEPARTMENT OF THE TREASURY

R. David Rousseau, State Treasurer



DIVISION OF PROPERTY MANAGEMENT AND CONSTRUCTION

Steven Sutkin, Director
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Date: October 9, 2008

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I. OBJECTIVE

The objective of this project is to decommission, demolish, and remove all existing onsite sewerage infrastructure that was used to convey sewage to the on site infiltration lagoons. Work will be limited to the far side of Spring Garden Road, opposite the main APH campus except for the disconnection of electrical service at the sewage lift station. The infrastructure includes, but is not limited to, a sewage lift station, lagoon pump house, primary settling tank, dosing tank, two trickling filters, secondary clarifier, two chlorine contact tanks, sludge pumping building, control lab, phragmite beds, lagoons and an equalization tank.

II. CONSULTANT QUALIFICATIONS

A. CONSULTANT & SUB-CONSULTANT PRE-QUALIFICATIONS

The Consultant shall be a firm pre-qualified with the Division of Property Management & Construction (DPMC) in the P054 Waste/Water Treatment Discipline and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in the P037 Asbestos Management & Design Discipline, P038 Asbestos Safety Control Monitoring Specialty Discipline (ASCM), P065 Lead Paint Evaluation/Inspection Specialty Discipline, P066 Construction Materials Testing Soils and have in-house capabilities or Sub-Consultants pre-qualified with DPMC in all other Engineering and Specialty Disciplines necessary to complete the project as described in this Scope of Work.

III. PROJECT BUDGET

A. CONSTRUCTION COST ESTIMATE (CCE)

The proposed Construction Cost Estimate (CCE) for this project is \$800,000.

The Consultant shall use their cost estimating experience to evaluate this CCE and confirm in writing with their technical proposal that the amount agrees with the scope of work described for this project, or provide a detailed description of the reason(s) why it should be changed.

B. CURRENT WORKING ESTIMATE (CWE)

The Current Working Estimate (CWE) for this project is \$1,123,200.

The CWE includes the construction cost estimate and all consulting, permitting and administrative fees.

The CWE is the Client Agency's financial budget based on this project Scope of Work and shall not be exceeded during the design and construction phases of the project unless DPMC approves the change in Scope of Work through a Contract amendment.

C. COST ESTIMATING

All construction cost estimates under \$750,000 may be prepared by the Consultant's in-house staff or their Sub-Consultant's staff during each design phase of the project. **However, if the CCE is \$750,000 or larger, the Consultant or Sub-Consultant providing the estimate must be pre-qualified with DPMC in the P025 Estimating/Cost Analysis Specialty Discipline.**

All cost estimates shall be adjusted for regional location, site factors, construction phasing, premium time, building use group, location of work within the building, temporary swing space, security issues, and inflation factors based on the year in which the work is to be performed.

All cost estimates must be submitted on a DPMC-38 Project Cost Analysis form at each design phase of the project with a detailed construction cost analysis in CSI format (2004 Edition) for all appropriate divisions and sub-divisions. The Project Manager will provide cost figures for those items which may be in addition to the CCE such as art inclusion, CM services, etc. and must be included as part of the CWE. This cost analysis must be submitted for all projects regardless of the Construction Cost Estimate amount.

D. CONSULTANT'S FEES

The construction cost estimate for this project ***shall not*** be used as a basis for the Consultant's design and construction administration fees. The Consultant's fees shall be based on the information contained in this Scope of Work document and the observations made and/or the additional information received during the pre-proposal meeting.

IV. PROJECT SCHEDULE

A. SCOPE OF WORK DESIGN & CONSTRUCTION SCHEDULE

The following schedule identifies the estimated design and construction phases for this project and the estimated durations.

PROJECT PHASE		ESTIMATED DURATION (Calendar Days)
1. Design Development Phase	50% (Minimum)	42
• DPMC Project Team & DPMC Design/Code Unit Review		14
2. Final Design Phase	100%	28
• DPMC Project Team & DPMC Design/Code Unit Review		14
3. Permit Application Phase		21
• DPMC Review and Approval		14
4. Bid Phase		35
5. Award Phase		21
6. Construction Phase		120

B. CONSULTANT'S PROPOSED DESIGN & CONSTRUCTION SCHEDULE

The Consultant shall submit a project design and construction bar chart schedule with their technical proposal that is similar in format and detail to the schedule depicted in **Exhibit 'A'**. The bar chart schedule developed by the Consultant shall reflect their recommended project phases, phase activities, activity durations and completion dates.

The Consultant shall estimate the duration of the project Close-Out Phase based on the anticipated time required to complete each deliverable identified in Section XIV of this document entitled "Project Close-Out Phase Contract Deliverables" and include this information in the bar chart schedule submitted.

A written narrative shall also be included with the technical proposal explaining the schedule submitted and the reasons why and how it can be completed in the time frame proposed by the Consultant.

This schedule and narrative will be reviewed by the Consultant Selection Committee as part of the evaluation process and will be assigned a score commensurate with the clarity and comprehensiveness of the Consultant's description of how they intend to meet, decrease, or increase the duration of the estimated project schedule contained in this Scope of Work.

C. CONSULTANT DESIGN SCHEDULE

The Project Manager will issue the Consultant's approved project design schedule at the first design kickoff meeting. This schedule will be binding for the Consultant's activities and will include the start and completion dates for each design activity. The Consultant and Project Team members shall use this schedule to ensure that all design milestone dates are being met for the project. The Consultant shall update these activity dates at each design phase of the project for the Project Team review and approval. Any deviations from the approved design kickoff-meeting schedule must be explained in detail as to the causes for the deviation(s).

D. BID DOCUMENT CONSTRUCTION SCHEDULE

The Consultant shall include a construction schedule in Division 1 of the specification bid document. This schedule shall contain, at minimum, the major activities and their durations for each trade specified for the project. This schedule shall be in "bar chart" format and will be used by the Contractors as an aid in determining their bid price. It shall reflect special sequencing or phased construction requirements based on items such as: special hours for building access, weather restrictions, imposed constraints caused by Client Agency program schedules, security needs, anticipated delivery dates for critical items, utility interruption and shut-down constraints, and concurrent construction activities of other projects at the site and any other item identified by the Consultant during the design phases of the project..

E. CONTRACTOR CONSTRUCTION PROGRESS SCHEDULE

The Contractor shall be responsible for preparing a coordinated combined progress schedule with the Sub-Contractors after the award of the contract. This schedule shall meet all of the requirements identified in the Consultant's construction schedule. The construction schedule shall be completed in accordance with the latest edition of the Instructions to Bidders and General Conditions entitled, "Article 9, Construction Progress Schedule" and shall include the Critical Path Method (CPM), if determined necessary by the DPMC Project Team.

The Consultant must review this progress schedule and recommend approval/disapproval to the Project Team until a satisfactory version is approved by the Project Team. The Project Team must approve the baseline schedule prior to the start of construction and prior to the Contractor submitting invoices for payment.

PROJECT NAME: Decommissioning and Demolition of Wastewater Treatment Plant
PROJECT LOCATION: Ancora Psychiatric Hospital
PROJECT NO: M1400-00
DATE: October 9, 2008

The Consultant shall note in Division 1 of the specification that the State will not accept the progress schedule until it meets the project contract requirements and any delays to the start of the construction work will be against the Contractor until the date of acceptance by the State.

The construction progress schedule shall be reviewed, approved, and updated by the Contractor, Consultant, Client Agency Representative, and Project Manager at each regularly scheduled construction job meeting and the Consultant shall note the date and trade(s) responsible for project delays (as applicable).

V. PROJECT SITE LOCATION & TEAM MEMBERS

A. PROJECT SITE ADDRESS

The location of the project site is:

Ancora Psychiatric Hospital
202 Spring Garden Road
Ancora, New Jersey 08037-9699

See **Exhibit 'B'** for the project site plan.

B. PROJECT TEAM MEMBER DIRECTORY

The following are the names, addresses, and phone numbers of the Project Team members.

1. DPMC Project Manager:

Name:	<u>Todd Jones, Project Manager</u>
Address:	<u>Division Property Management & Construction</u>
	<u>20 West State Street, 3rd Floor</u>
	<u>Trenton, NJ 08625</u>
Phone No:	<u>(609) 984-4710</u>
E-Mail No:	<u>Todd.Jones@treas.state.nj.us</u>

PROJECT NAME: Decommissioning and Demolition of Wastewater Treatment Plant
PROJECT LOCATION: Ancora Psychiatric Hospital
PROJECT NO: M1400-00
DATE: October 9, 2008

2. Client Agency Representative:

Name: Katherine Fling, Director
Office of Property Management and Construction
Address: Department of Human Services
222 S. Warren Street, PO Box 700
Trenton, NJ 08625
Phone No: (609) 292-0397
E-Mail No: Katherine.Fling@dhs.state.nj.us

VI. PROJECT DEFINITION

A. BACKGROUND

The Ancora Psychiatric Hospital was constructed in the early 1950's and occupies a 640 acre site that includes 65 buildings. The facility provides residential treatment for approximately 700 persons with mental illness and operates 24 hours a day, 7 days a week.

Wastewater generated by the Hospital is treated at an on-site Wastewater Treatment Plant (WWTP) that was originally constructed in the early 1950's. The WWTP was originally designed to handle 400,000 gallons per day (gpd). The WWTP is presently permitted to treat and discharge up to 239,000 gpd under NJPDES Permit No. NJ0021962.

This flow limitation is the result of the limited hydraulic capacity of former spray irrigation fields, which were used for effluent disposal prior to the construction of the Infiltration/Percolation Lagoons.

Treated effluent flows to a Storage Lagoon near the WWTP. From the Storage Lagoon, treated effluent is pumped to a series of nine (9) Infiltration/Percolation Lagoons on the north side of the property for discharge to groundwater. The existing I/P lagoons were installed in 1996 and were designed for a capacity flow of 400,000 gallons per day. The lagoons are experiencing percolation problems. The NJDEP has determined that regional geologic conditions preclude reliable recharge of treated wastewater on the APH facility parcel.

In 2007, the New Jersey Department of Human Services (DHS) entered into a Memorandum of Agreement (MOA) with the New Jersey Pinelands Commission, the New Jersey Department of Environmental Protection (NJDEP) and the Camden County Municipal Utilities Authority (CCMUA). This MOA permits the proposed extension of wastewater conveyance infrastructure through the Pinelands Rural Development Area (RDA) to accommodate current and future wastewater flows from the APH facility to the Camden County Municipal Utilities Authority (CCMUA). The MOA also

mandates that upon connection to the CCMUA system, DHS must decommission, demolish and remove, all existing onsite sewerage infrastructure not used to convey sewage to CCMUA. This Scope of Work was created to produce a plan to decommission and demolish the wastewater treatment facility at Ancora Psychiatric Hospital in accordance with the MOA.

There are known hazardous materials at the wastewater treatment plant. Asbestos containing materials are present in several areas. The trickling filters have mercury seals that will require removal. The seals have been breached in the past. It is suspected that traces of mercury will be found in various components of the plant. Testing for hazardous materials will be required.

B. FUNCTIONAL DESCRIPTION OF THE FACILITY

The wastewater treatment plant is a secondary treatment facility and consists of the following units:

- Sewage Lift Station (located on Service Road on the main campus side of Spring Garden Road).
- Equalization Tank
- Primary Settling Tank (with integrated Anaerobic Sludge Digester located at the lower level).
- Dosing Tank
- Two Trickling Filters (rock media).
- Secondary Clarifier.
- Two Chlorine Contact Tanks.
- Sludge Pump Building.
- Control/Lab/Chlorine Building.
- Phragmites Sludge Drying Beds.
- Lagoon w/pump house

An overview of the wastewater treatment plant can be seen in **Exhibit 'B'**.

VII. CONSULTANT DESIGN RESPONSIBILITIES

A. WASTEWATER TREATMENT PLANT DECOMMISSIONING AND DEMOLITION

1. Plant Closure:

The Consultant shall prepare written closure plans and specifications for the decommissioning and demolition of the wastewater treatment plant. Structures including, but not limited to, buildings, manholes, subsurface sewerage lines, pumps, tanks, filters and lagoons to be demolished or abandoned

in place shall be identified. Closure activities should comply with N.J.A.C. 7:14A-23.34 (Closure requirements for wastewater treatment units). See **Exhibit 'C'** for photos.

Demolition and decommissioning activities shall not begin until the connection to CCMUA is fully implemented.

The Consultant shall be responsible for coordinating with the NJDEP, the New Jersey Pinelands Commission, CCMUA and any other approving authorities and obtaining all permits and approvals associated with this work.

2. Electric Service:

The wastewater treatment plant's electric service is fed from the main campus across Spring Garden Road. The electric service to the wastewater treatment plant should be terminated at the sewage lift station (located on the Service Road on the main campus side of Spring Garden Road). The sewage lift station and all associated infrastructure should be abandoned in place to the extent of compliance with DEP and code regulations.

3. Site Restoration:

As stated in the MOA, previously disturbed surfaces will be stabilized and vegetated using native Pinelands plant species in accordance with N.J.A.C. 7:50-6.24. Provide specifications and unit cost estimates for fill at the former area of the holding lagoon.

4. Report and Presentation:

A report and oral presentation, as part of the design development phase, shall be made to the DPMC Project Team members describing the proposed closure plans, structures to be removed, structures to remain or abandoned in place, disposal of residual material, site restoration plans, permits, approvals, costs, and any other recommendations or requirements. The Project Team shall review these findings and approve the plan and recommendations based on available project funding and the importance of the recommendation. The Consultant may not proceed with the final design phase of any recommendation unless they have written approval from the DPMC Project Team Manager.

5. Contractor's Use of the Premises:

Regulations governing contractors while working at Ancora Psychiatric Hospital can be found in **Exhibit 'D'**. The Consultant shall identify any additional policies and procedures regarding the contractor's use of the premises with the DPMC project team and include that information in Division 1 of the specifications.

B. HAZARDOUS MATERIALS

1. Asbestos:

The Consultant shall employ the services of a certified Environmental Testing & Analysis Lab pre-qualified with DPMC to determine if there is the presence of asbestos in the various locations of the wastewater treatment plant.

All costs associated with this work shall be included in the base bid of the Consultant's fee proposal.

If asbestos is found, the Consultant shall employ the services of a Sub-Consultant certified by DCA and pre-qualified with the DPMC in the P037 Asbestos Management & Design Discipline, and P038 Asbestos Safety Control Monitoring Specialty Discipline (ASCM). The Consultant may contact the NJ State website for a list of the pre-qualified firms at:

www.state.nj.us/treasury/dpmc/construction/consult_search.html.

The P037 Asbestos Management & Design Sub-Consultant, under the direction of the Consultant, shall prepare design documents, including a construction cost estimate and schedule for the abatement of asbestos.

2. Documentation:

Whether or not asbestos is found, provide a copy of the testing lab reports indicating the percentages of asbestos containing materials in the samples taken to the DPMC Project Manager.

Provide a narrative section in the specification that describes the responsibilities of the Contractor during the disposal of the asbestos containing material.

3. Agency Notifications:

The Contractor shall notify the New Jersey Department of Environmental Protection, Division of Hazardous Waste Management, New Jersey Department of Labor, New Jersey Department of Health, and the US Environmental Protection Agency; in writing 14 calendar days prior to the actual disposal of the asbestos containing material. The notification shall contain the following information:

- Name, address, telephone number and contact person of the building owner.
- Name, address, telephone number, and project manager of the Contractor.
- The quantity and nature of the waste to be disposed.
- The name, address of the NJ Department of Environmental Protection registered waste hauler and landfill where the asbestos waste will be deposited.
- The date and time of the disposal.

4. Regulatory Compliance:

The Contractor shall furnish documentation to the DPMC Project Manager confirming that their firm and its employees are familiar with the following regulations of the US Department of Labor, Occupational Safety and Health Administration (OSHA) and the US Environmental Protection Agency relating to the application, removal, disposal, and treatment of asbestos.

- OSHA regulations, namely: 29 CFR 1910.1001, 29 CFR 1926.58, and 29 CFR 1910.134, Respiratory Protection and 29 CFR 1910.20, Access to Employee Exposure and Medical Records.
- EPA regulations, namely: Subpart A and M of 40 CFR Part 61, National Emission Standards for Hazardous Air Pollutants (NESHAP).

5. Lead Paint:

The Consultant shall employ the services of a certified Environmental Testing & Analysis Lab pre-qualified with DPMC to determine if there is the presence of lead in the materials of the wastewater treatment plant and related components. All costs associated with this work shall be included in the base bid of the Consultant's fee proposal.

If present, include abatement procedures in the design documents in accordance with the Department of Community Affairs regulations described in NJAC 5:17.

6. Miscellaneous Materials:

The Consultant shall employ the services of a firm pre-qualified with DPMC and having the capabilities to identify all other miscellaneous hazardous materials that may impact the work of this project. Miscellaneous hazardous materials may include, but not be limited to trickling filters (with mercury seals), trickling filter media, contaminated sludge, contaminated soil (particularly under the lagoon liner), PCBs, mercury containing equipment, fluorescent light bulbs, electric panels, mold, mildew, etc. If present, the firm shall prepare design documents that will identify the approved methods of removal or remediation and the procedures for their disposal. These documents shall be incorporated in the project design documents prepared by the Consultant and will be bid as one package.

Special Note: One firm may perform all of the tasks described above if they are pre-qualified with DPMC and have the license, certification, or approval required by the appropriate regulating authority to perform those tasks.

C. HAZARDOUS MATERIALS ALLOWANCE

The Sub-Consulting firm(s) selected by the Consultant to conduct any materials or soils testing, prepare the design documents, and provide construction administration services to remediate the hazardous materials described above shall estimate all of the costs associated with the work and

submit that amount to the Consultant prior to the proposal due date. The construction administration fee submitted shall reflect the costs associated with performing the work.

The Consultant shall enter the amount submitted by the Sub-Consulting firm(s) on the fee proposal line item entitled **“Hazardous Materials Allowance”** and attach a detailed cost breakdown sheet for use by DPMC during the proposal review and potential fee negotiations. The cost breakdown sheet shall include, but not be limited to the following information:

1.) Asbestos, Lead, miscellaneous hazardous materials, Inspection & Assessment Phase

- Total Number of Bulk Samples to be Collected
- Bulk Sample Collection Unit Cost
- Bulk Sample Lab Analysis Unit Cost
- Instrumentation/Equipment Costs
- Hazardous Materials Survey Report Cost

2.) Abatement Design & Construction Administration Phases

- Meeting Costs
- Drawing Costs
- Specification Costs
- Construction Administration Costs

Any funds remaining in the Allowance shall be returned to the State at the end of the project.

D. GENERAL DESIGN OVERVIEW

1. Design Detail:

Section VII of this Scope of Work is intended as a guide for the Consultant to understand the overall basic design requirements of the project and is not intended to identify each specific design component related to code and construction items. The Consultant shall provide those details during the design phase of the project ensuring that they are in compliance with all applicable codes, regulating authorities, and the guidelines established in the DPMC Procedures for Architects and Engineers Manual.

The Consultant shall understand that construction documents submitted to DPMC shall go beyond the basic requirements set forth by the current copy of the Uniform Construction Code NJAC 5:23-2.15(e). Drawings and specifications shall provide detail beyond that required to merely show the nature and character of the work to be performed. The construction documents shall provide sufficient

information and detail to illustrate, describe and clearly delineate the design intent of the Consultant and enable all Contractors to uniformly bid the project.

The Consultant shall ensure that all of the design items described in this scope of work are addressed and included in the project drawings and specification sections where appropriate.

It shall be the Consultant's responsibility to provide all of the design elements for this project. Under no circumstance may they delegate the responsibility of the design; or portions thereof, to the Contractor unless specifically allowed in this Scope of Work.

2. Specification Format:

The Consultant shall ensure that the project design specifications are formatted in the revised and expanded version of the Construction Specifications Institute (CSI) format entitled "Master Format 2004 Edition: Numbers and Titles".

The Consultant shall review all of the CSI Master Format 2004 specification sections listed and remove those that do not apply and edit those that remain so they are consistent and specific to this project scope of work.

E. PROJECT COMMENCEMENT

A pre-design meeting shall be scheduled with the Consultant and the Project Team members at the commencement of the project to obtain and/or coordinate the following information:

1. Project Directory:

Develop a project directory that identifies the name and phone number of key designated representatives who may be contacted during the design and construction phases of this project.

2. Site Access:

Develop procedures to access the project site and provide the names and phone numbers of approved escorts when needed. Obtain copies of special security and policy procedures that must be followed during all work conducted at the facility and include this information in Division 1 of the specification.

3. Project Coordination:

Review and become familiar with any current and/or future projects at the site that may impact the design, construction, and scheduling requirements of this project. Incorporate all appropriate information and coordination requirements in Division 1 of the specification.

4. Existing Documentation:

It is the Consultant's responsibility to confirm the accuracy of any documents provided and shall assume full responsibility for any design determination or conclusion drawn from the material. If the information is insufficient, the Consultant shall take the necessary action(s) to obtain the needed information.

All documentation shall be returned to the provider at the completion of the design phase of the project.

5. Scope of Work:

Review the design and construction administration responsibilities and the submission requirements identified in this Scope of Work with the Project Team members. Items such as: contract deliverables, special sequencing or phased construction requirements, special hours for construction based on Client Agency programs or building occupancy, security needs, delivery dates of critical and long lead items, utility interruptions or shut down constraints for tie-ins, weather restrictions, and coordination with other project construction activities at the site shall be addressed.

This information and all general administrative information; including a narrative summary of the work for this project, *shall be included in Division 1* of the specification. The Consultant shall assure that there are no conflicts between the information contained in Division 1 of the specification and the DPMC General Conditions.

6. Project Schedule:

Review and update the project design and construction schedule with the Project Team members.

F. BUILDING & SITE INFORMATION

The following information shall be included in the project design documents.

1. Building Classification:

Provide the building Use Group Classification and Construction Type on the appropriate design drawing.

2. Building Block & Lot Number:

Provide the site Block and Lot Number on the appropriate design drawing.

3. Building Site Plan:

Only when the project scope involves site work, or when the design triggers code issues that require site information to show code compliance, shall a site plan be provided that is drawn in accordance with an accurate boundary line survey. The site plan shall include but not be limited to the following as may be applicable.

- The size and location of new and existing buildings and additions as well as other structures.
- The distance between buildings and structures and to lot lines.
- Established and new site grades and contours as well as building finished floor elevations.
- New and existing site utilities, site vehicular and pedestrian roads, walkways and parking areas.

4. Site Location Map:

Provide a site location map on the drawing cover sheet that identifies the vehicular travel routes from major roadways to the project construction site and the approved access roads to the Contractor's worksite staging area.

G. DESIGN MEETINGS & PRESENTATIONS

1. Design Meetings:

Conduct the appropriate number of review meetings with the Project Team members during each design phase of the project so they may determine if the project meets their requirements, question any aspect of the contract deliverables, and make changes where appropriate. The Consultant shall describe the philosophy and process used in the development of the design criteria and the various alternatives considered to meet the project objectives. Selected studies, sketches, cost estimates, schedules, and other relevant information shall be presented to support the design solutions proposed. Special considerations shall also be addressed such as: Contractor site access limitations, utility shutdowns and switchover coordination, phased construction and schedule requirements, security restrictions, available swing space, material and equipment delivery dates, etc.

It shall also be the responsibility of the Consultant to arrange and require all critical Sub-Consultants to be in attendance at the design review meetings.

Record the minutes of each design meeting and distribute within five (5) working days to all attendees and those persons specified to be on the distribution list by the Project Manager.

2. Design Presentations:

The minimum number of meetings and design presentations required for each phase of this project is identified below for reference:

Design Development Phase: One (1) working meeting onsite halfway through phase and one (1) oral presentation at phase completion in Trenton(20 West State Street, 3rd Floor Conference Room).

Final Design Phase: One (1) working meeting onsite halfway through phase and one (1) oral presentation at phase completion in Trenton(20 West State Street, 3rd Floor Conference Room).

VIII. CONSULTANT CONSTRUCTION RESPONSIBILITIES

A. GENERAL CONSTRUCTION ADMINISTRATION OVERVIEW

This section of the Scope of Work is intended as a guide for the Consultant to understand their overall basic construction administration responsibilities for the project and does not attempt to identify each specific activity or deliverable required during this phase. The Consultant shall obtain that information from the current publication of the DPMC Procedures for Architects and Engineers Manual and any additional information provided during the Consultant Selection Process.

B. PRE-BID MEETING

The Consultant shall attend, chair, record and distribute minutes of the Contractor pre-bid meetings. When bidders ask questions that may affect the bid price of the project, the Consultant shall develop a Bulletin(s) to clarify the bid documents in the format described in the Procedures for Architects and Engineers Manual, Section 9.2 entitled "Bulletins". These Bulletins must be sent to DPMC at least seven (7) calendar days prior to the bid opening date. DPMC will then distribute the document to all bidders.

C. BID OPENING

The Consultant must attend the bid opening held at the designated location.

In the event that the construction bids received are in excess of 5% of the Consultant's approved final cost estimate, the Consultant shall redesign and/or set up sufficient approved alternate designs, plans and specifications for the project work, to secure a bid that will come within the allocation specified by the State without impacting the programmatic requirements of the project. Such redesign work and changes to plans, including reproduction costs for submission in order to obtain final approval and permits, shall be undertaken by the Consultant at no additional cost to the State.

D. POST BID REVIEW MEETING, RECOMMENDATION FOR AWARD

The Consultant; in conjunction with the Project Manager, shall review the bid proposals submitted by the various Contractors to determine the low responsible bid for the project. The Consultant; in conjunction with the Project Manager, shall develop a post bid questionnaire based on the requirements below and schedule a post bid review meeting with the Contractor's representative to review the construction costs and schedule, staffing, and other pertinent information to ensure they understand the Scope of the Work and that their bid proposal meets the intent of the project.

1. Post Bid Review:

Review the project bid proposals including the alternates, unit prices, and allowances within seven (7) calendar days from the bid due date. Provide a bid tabulation matrix comparing all bids submitted and make a statement about the high, low, and average bids received. Include a comparison of the submitted bids to the approved current construction cost estimate. Provide an analysis of why the bids did not meet the construction cost estimate if appropriate.

2. Review Meeting:

Arrange a meeting with the apparent low bid Contractor to discuss their bid proposal and other issues regarding the award of the contract. Remind the Contractor that this is a Lump Sum bid. Request the Contractor to confirm that their bid proposal does not contain errors. Review and confirm Alternate pricing and Unit pricing and document acceptance or rejection as appropriate.

Comment on all omissions, qualifications and unsolicited statements appearing in the proposals. Review any special circumstances of the project. Ensure the Contractor's signature appears on all post bid review documents.

3. Substitutions:

Inquire about any potential substitutions being contemplated by the Contractor and advise them of the State's guidelines for the approval of substitutions and the documentation required. Review the deadline and advise the Contractor that partial submission are not acceptable. Submission after the deadline may be rejected by the State.

Equal substitutions that are proposed by the Contractor that are of lesser value must have a credit change order attached with the submittal (See Article 4 of the General Conditions). The State has the right to reject the submission if there is no agreement on the proposed credit. Contractor will be responsible to submit a specified item.

4. Schedule:

Confirm that the Contractor is aware of the number of calendar days listed in the proposal for the project duration. Ask the Contractor about the schedule and if they foresee any problems with special working conditions, long lead items and projected delivery dates, etc. and review project milestones if applicable. This could give an indication of Contractor performance, but not allow a rejection of the bid.

Review the submittal timeframes per the Contract documents. Ask the Contractor to identify what products will take over twenty-eight (28) calendar days to deliver from the point of submittal approval.

If a CPM Schedule is required, review the provisions and have Contractor acknowledge the responsibility. Ask for the name of the CPM Scheduler and the “ballpark” costs.

5. Performance:

Investigate the past performance of Contractor by contacting Architects and owners (generally three of each) that were listed in their DPMC pre-qualification package and other references that may have been provided. Inquire how the Contractor performed with workmanship, schedule, project management, change orders, cooperation, paper work, etc.

6. Superintendent:

Remind the Contractor that a full-time non-working superintendent is required per the General Conditions, who must be responsible to address Contract issues. (Article 4.3.2.).

7. Letter of Recommendation:

The Consultant shall prepare a Letter of Recommendation for contract award to Contractor submitting the low responsible bid within three (3) calendar days from the post bid review meeting. The document shall contain the project title, DPMC project number, bid due date and expiration date of the proposal. It shall include a detailed narrative describing each post bid meeting agenda item identified above and a recommendation to award the contract to the apparent low bid Contractor based on the information obtained during that meeting. Describe any acceptance or rejection of Alternate pricing and Unit pricing.

Comment on any discussion with the Contractor that provides a sense of their understanding of the project and any special difficulties that they see, and how they might approach those problems.

Attach all minutes of the Post bid meeting and any other relevant correspondence with the Letter of Recommendation and submit them to the Project Manager.

8. Conformed Drawings:

The Consultant shall prepare and distribute three (3) set of drawings stamped “Conformed Drawings”, that reflect all Bulletins and/or required changes, additions, and deletions to the pertinent drawings within twenty-eight (28) calendar days of the construction contract award date. One set each of the drawings will go to the DPMC Project Manager, the DHS Project Manager and the facility (Ancora Psychiatric Hospital).

Any changes made in Bulletins, meeting minutes, post bid review requirements shall also be reflected in the specification.

E. DIRECTOR’S HEARING

The Consultant must attend any Director’s hearing(s) if a Contractor submits a bid protest. The Consultant shall be present to interpret the intent of the design documents and answer any technical questions that may result from the meeting. In cases where the bid protest is upheld, the Consultant shall submit a new “Letter of Recommendation” for contract award. The hours required to attend the potential hearings and to document the findings shall be estimated by the Consultant and the costs will be included in the base bid of their fee proposal.

F. CONSTRUCTION JOB MEETINGS, SCHEDULES, LOGS

The Consultant shall conduct all of the construction job meetings in accordance with the procedures identified in the A/E manual and those listed below.

1. Meetings:

The Consultant and Sub-Consultant shall attend the pre-construction meeting and all bi-weekly construction job meetings during the construction phase of the project. The Consultant shall chair the meeting, transcribe and distribute the job-meeting minutes for every job meeting to all attendees and to those persons specified to be on the distribution list by the Project Manager. The Agenda for the meeting shall include, but not be limited to the items identified in the Procedures for Architects and Engineers Manual, Section 10.3.1, entitled “Agenda”.

Also, the Consultant is responsible for the preparation and distribution of minutes within five (5) working days of the meeting. The format to be used for the minutes shall comply with those identified in the “Procedures for Architects and Engineers Manual”, Section 10.3.4, entitled, “Format of Minutes”. All meeting minutes are to have an “action” column indicating the party that is responsible for the action indicated and a deadline to accomplish the assigned task. These tasks must be reviewed at each job progress meeting until it is completed and the completion date of each task shall be noted in the minutes of the meeting following the task completion.

2. Schedules:

The Consultant; with the input from the Client Agency Representative and Project Manager, shall review and recommend approval of the project construction schedule prepared by the Contractor. The schedule shall identify all necessary start and completion dates of construction, construction activities, submittal process activities, material deliveries and other milestones required to give a complete review of the project.

The Consultant shall record any schedule delays, the party responsible for the delay, the schedule activity affected, and the original and new date for reference.

The Consultant shall ensure that the Contractor provides a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi-weekly job meetings and that identifies the daily planned activities for that period. This Contractor requirement must also be included in Division 1 of the specification for reference.

3. Submittal Log:

The Consultant shall develop and implement a submittal log that will identify all of the required project submittals as identified in the design specification. The dates of submission shall be determined and approved by all affected parties during the pre-construction meeting.

Examples of the submissions to be reviewed and approved by the Consultant and Sub-Consultant (if required) include: shop drawings, change orders, Request for Information (RFI), equipment and material catalog cuts, spec sheets, product data sheets, MSDS material safety data sheets, specification procedures, color charts, material samples, mock-ups, etc. The submittal review process must be conducted at each job progress meeting and shall include the Consultant, Sub-Consultant, Contractor, Project Manager, and designated representatives of the Client Agency.

The Consultant shall provide an updated submittal log at each job meeting that highlights all of the required submissions that are behind schedule during the construction phase of the project.

G. CONSTRUCTION SITE ADMINISTRATION SERVICES

The Consultant and Sub-Consultant shall provide construction site administration services each week during the duration of the project. The Consultant and Sub-Consultant do not have to be on site concurrently if there are no critical activities taking place that require the Sub-Consultant's participation.

The services required shall include, but not be limited to, field observations sufficient to verify the quality and progress of construction work, conformance with the contract documents, or to attend/chair meetings as may be required by the Project Manager to resolve special issues.

A field observation visit may be conducted in conjunction with the regularly scheduled construction job meetings, depending on the progress of work. The Consultant and their Sub-Consultant(s) shall submit a field observation report for each site inspection to the Project Manager. Also, they shall conduct inspections during major construction activities including, but not limited to the following examples: concrete pours, steel and truss installations, code inspections, final testing of systems, achievement of each major milestone required on the construction schedule, and requests from the Project Manager. The assignment of a full time on-site Sub-Consultant does not relieve the Consultant of their weekly site visit obligation.

The Consultant shall refer to the Contract Deliverables section of this Scope of Work entitled "Construction Phase" to determine the extent of services and deliverables required during this phase of the project.

H. SUB-CONSULTANT PARTICIPATION

It is the responsibility of the Consultant to ensure that they have provided adequate hours and/or time allotted in their technical proposal so that their Sub-Consultants may participate in all appropriate phases and activities of this project or whenever requested by the Project Manager. This includes the pre-proposal site visit and the various design meetings and construction job meetings, site visits, and close-out activities described in this Scope of Work. Field observation reports and/or meeting minutes are required to be submitted to the Project Manager within seven (7) calendar days of the site visit or meeting. All costs associated with such services shall be included in the base bid of the Consultant's fee proposal.

I. DRAWINGS

1. Shop Drawings:

Each Contractor shall review the specifications and determine the numbers and nature of each shop drawing submittal. Five (5) sets of the documents shall be submitted with reference made to the appropriate section of the specification. The Consultant shall review the Contractor's shop drawing submissions for conformity with the construction documents within fourteen (14) calendar days of receipt and affix an "Approved as Noted" stamp when approved.

2. As-Built Drawings:

The Consultant shall review the Contractors' as-built drawings at each job progress meeting to ensure that they are up-to-date. Upon completion of the project, the Consultant shall transfer all construction AS-BUILT information from each prime Contractor to the RECORD SET original full size signed drawings within twenty-eight (28) calendar days of receipt of the as-built information.

This record set of drawings and two (2) sets of current release AUTO CAD discs shall be submitted to DPMC within the same twenty-eight (28) calendar days. AutoCAD discs shall contain all as built drawings in both “.dwg” (native file format for AutoCAD) and “.tif” (Tagged Image File) file formats. Two (2) sets of current release AUTO CAD discs shall also be submitted to the client agency (DHS).

3. Record Set Drawings:

Submission of these RECORD SET drawings with corresponding four (4) sets of AUTO CAD discs will constitute the Consultant’s warranty that the project has been built in accordance with the AS-BUILT submittal.

J. CONSTRUCTION DEFICIENCY LIST

The Consultant shall prepare, maintain and continuously distribute an on-going deficiency list to the Contractor, Project Manager, and Client Agency Representative during the construction phase of the project. This list shall be separate correspondence from the field observation reports and shall not be considered as a punch list.

K. INSPECTIONS: SUBSTANTIAL & FINAL COMPLETION

The Consultant and their Sub-Consultant(s) accompanied by the Project Manager, Code Inspection Group, Client Agency Representative and Contractor shall conduct site inspections to determine the dates of substantial and final completion. The Project Manager will issue the only recognized official notice of substantial completion. The Consultant shall prepare and distribute the coordinated punch list, written warranties and other related DPMC forms and documents supplied by the Contractor to the Project Manager for review and certification of final contract acceptance.

If applicable, the punch list shall include a list of attic stock and spare parts.

L. CLOSE-OUT DOCUMENTS

The Consultant shall review all project close-out documents as submitted by the Contractors to ensure that they comply with the requirements listed in the “Procedure for Architects and Engineers’ Manual.” The Consultant shall forward the package to the Project Manager within twenty-eight (28) calendar days from the date the Certificate of Occupancy/Certificate of Approval is issued. The Consultant shall also submit a letter certifying that the project was completed in accordance with the contract documents, etc.

M. CLOSE-OUT ACTIVITY TIME

The Consultant shall provide all activities and deliverables associated with the “Close-Out Phase” of this project as part of their Lump Sum base bid. The Consultant and/or Sub-Consultant may not use this time for additional job meetings or extended administrative services during the Construction Phase of the project.

N. CHANGE ORDERS

The Consultant shall review and process all change orders in accordance with the contract documents and procedures described below.

1. Consultant:

The Consultant shall prepare a detailed request for Change Order including a detailed description of the change(s) along with appropriate drawings, specifications, and related documentation and submit the information to the Contractor for the change order request submission. This will require the use of the current DPMC 9b form.

2. Contractor:

The Contractor shall submit a DPMC 9b Change Order Request form to the Project Manager within twenty (20) calendar days after receiving the Change Order from the Consultant. The document shall identify the changed work in a manner that will allow a clear understanding of the necessity for the change. Copies of the original design drawings and specification pages shall be highlighted to clarify and show entitlement to the Change Order.

Copies shall be provided of job minutes or correspondence with all relative information highlighted to show the origin of the Change Order. Supplementary drawings from the Consultant shall be included if applicable that indicate the manner to be used to complete the changed work. A detailed breakdown of all costs associated with the change, i.e. material, labor, equipment, overhead, Sub-Contractor work, profit and bond, and certification of increased bond shall be provided.

If the Change Order will impact the time of the project, the Contractor shall include a request for an extension of time. This request shall include a copy of the original approved project schedule and a proposed revised schedule that reflects the impact on the project completion date. Documentation to account for the added time requested shall be included to support entitlement of the request such as additional work, weather, other Contractors, etc. This documentation shall contain dates, weather data and all other relative information.

3. Recommendation for Award:

The Consultant shall evaluate the reason for the change in work and provide a detailed written recommendation for approval or disapproval of the Change Order request including backup documentation of costs in CSI format and all other considerations to substantiate that decision.

4. Code Review:

The Consultant shall determine if the Change Order request will require Code review and shall submit six (6) sets of signed and sealed modified drawings and specifications to the DPMC Plan & Code Review Unit for approval, if required. The Consultant must also determine and produce a permit amendment request if required.

5. Cost Estimate:

The Consultant shall provide a detailed cost estimate of the proposed Change Order as submitted by the Contractor in CSI format (2004 Edition) for all appropriate divisions and sub-divisions using a recognized estimating formula. The estimate shall then be compared with that of the Contractor's estimate. If any line item in the Consultant's estimate is lower than the corresponding line item in the Contractor's estimate, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the cost differences. The Consultant shall document the negotiated agreement on the Change Order form. If the Contractor's total dollar value changes based on the negotiations, the Consultant shall identify the changes on the Change Order form accordingly.

When recommending approval or disapproval of the change order, the Consultant shall be required to prepare and process a Change Order package that contains at a minimum the following documents:

- DPMC 9b Change Order Request
- DPMC 10 Consultant's Evaluation of Contractor's Change Order Request
- Consultant's Independent detailed Cost Estimate
- Notes of Negotiations

6. Time Extension:

When a Change Order is submitted with both cost and time factors, the Consultant's independent cost estimate is to take into consideration time factors associated with the changed work. The Consultant is to compare their time element with that of the Contractor's time request and if there is a significant difference, the Consultant in conjunction with the Project Manager is to contact the Contractor by telephone and negotiate the difference.

When a Change Order is submitted for time only, the Consultant is to do an independent evaluation of the time extension request using a recognized scheduling formula.

Requests for extension of contract time must be done in accordance with the General Conditions Section 14.2.2.

7. Submission:

The Consultant shall complete all of the DPMC Change Order Request forms provided and submit a completed package to the Project Manager with all appropriate backup documentation within seven (7) calendar days from receipt of the Contractor's change order request. The Consultant shall resubmit the package at no cost to the State if the change order package contents are deemed insufficient by the Project Manager.

8. Meetings:

The Consultant shall attend and actively participate at all administrative hearings or settlement conferences as may be called by Project Manager in connection with such Change Orders and provide minutes of those meetings to the Project Manager for distribution.

9. Consultant Fee:

All costs associated with the potential Contractor Change Order requests shall be anticipated by the Consultant and included in the base bid of their fee proposal.

If the Client Agency Representative requests a scope change; and it is approved by the Project Manager, the Consultant may be entitled to be reimbursed through an amendment and in accordance with the requirements stated in paragraph 10.01 of this Scope of Work.

IX. PERMITS & APPROVALS

A. REGULATORY AGENCY PERMITS

The Consultant shall comply with the following guidelines to ensure that all required permits and approvals are obtained for this project.

1. NJ Uniform Construction Code Permit:

The Consultant shall complete the NJUCC permit application and all applicable technical sub-code sections with all technical site data listed. The Agent section of the application and certification section of the building sub-code section shall be signed. These documents shall be forwarded to the Project Manager who will send them to the Department of Community Affairs (DCA) and all permit application costs will be paid by DPMC from encumbered funds for the project.

The Consultant may obtain access and copies of all NJUCC Building, Fire, Plumbing, Electrical and Elevator permit applications at the following website: www.nj.gov/dca/codes

The project construction documents must comply with the latest adopted edition of the NJ Uniform Construction Code that is in effect at the Final Design Phase of this project.

All other required project permits shall be obtained and paid for by the Consultant in accordance with the procedures described in paragraph 2. below.

2. Other Regulatory Agency Approvals & Permits:

The Consultant shall identify and obtain all other State Regulatory Agency permits, certificates, and approvals that will govern and affect the work described in this Scope of Work. **An itemized list of these permits, certificates, and approvals shall be included with the Consultant's Technical Proposal and the total amount of the application fees should be entered in the Fee Proposal line item entitled, "Permit Fee Allowance."**

The Consultant may refer to the Division of property Management and Construction "Procedures for Architects and Engineers Manual", Section 6.4.8, which presents a compendium of State permits, certificates, and approvals that may be required for this project.

The Consultant shall determine the appropriate phase of the project to submit the permit application(s) in order to meet the approved project milestone dates.

Where reference to an established industry standard is made, it shall be understood to mean the most recent edition of the standard unless otherwise noted. If an industry standard is found to be revoked, or should the standard have undergone substantial change or revision from the time that the Scope of Work was developed, the Consultant shall comply with the most recent edition of the standard.

3. Prior Approval Certification Letters:

The issuance of a construction permit for this project may be contingent upon acquiring various prior approvals as defined by NJAC 5:23-1.4. It is the Consultant's responsibility to determine which prior approvals, if any, are required. The Consultant shall submit a general certification letter to the DPMC Plan & Code Review Unit Manager during the Permit Phase of this project that certifies all required prior approvals have been obtained.

In addition to the general certification letter discussed above, the following specific prior approval certification letters, where applicable, shall be submitted by the Consultant to the DPMC Plan & Code Review Unit Manager: New Jersey Department of Environmental Protection, Soil Erosion & Sediment Control, Water & Sewer Treatment Works Approval, Coastal Areas Facilities Review, Compliance of Underground Storage Tank Systems with NJAC 7:14 b, Pinelands Review, Compliance of Abandoned

Wells with NJAC 7:9-9, Certification that all utilities have been disconnected from structures to be demolished, Board of Health Approval for Potable Water Wells, Health Department Approval for Septic Systems. It shall be noted that in accordance with NJAC 5:23-2.15(a)5, a permit cannot be issued until the letter(s) of certification is received.

B. STATE INSURANCE APPROVAL

The Consultant shall respond in writing to the FM Global Insurance Underwriter plan review comments through the DPMC Plan & Code Review Unit Manager as applicable. The Consultant shall review all the comments and modify the documents while adhering to the project's SOW requirements, State code requirements, schedule, budget, and Consultant fee.

C. PUBLIC EMPLOYEES OCCUPATIONAL SAFETY & HEALTH PROGRAM

A paragraph shall be included in the design documents, if applicable to this project that states:

The Contractor shall comply with all the requirements stipulated in the Public Employees Occupational Safety & Health Program (PEOSHA) document, paragraph 12:100-13.5 entitled "Air quality during renovation and remodeling". The Contractor shall submit a plan demonstrating the measures to be utilized to confine the dust, debris, and air contaminants in the renovation or construction area of the project site to the Project Team prior to the start of construction.

The link to the document is: <http://www.state.nj.us/health/eoh/peoshweb/iaqstd.pdf>

D. MULTI-BUILDING OR MULTI-SITE PERMITS

A project that involves many buildings and/or sites requires that a separate permit be issued for each building or site. The Consultant must determine the construction cost estimate for *each* building and/or site location and submit that amount where indicated on the permit application.

E. PERMIT MEETINGS

The Consultant shall attend and chair all meetings with Permitting Agencies necessary to explain and obtain the required permits.

F. MANDATORY NOTIFICATIONS

The Consultant shall include language in Division 1 of the specification that states the Contractor shall assure compliance with the New Jersey “One Call” Program (1-800-272-1000) if any excavation is to occur at the project site.

The One Call Program is known as the New Jersey Underground Facility Protection Act, N.J.S.A. 48:2-73 through N.J.S.A. 48:2-91, and N.J.A.C. 14:2-1.1 through N.J.A.C. 14:2-6.4.

G. CONSTRUCTION TRAILER PERMITS

If construction trailers are required for the project then the Consultant shall include language in the Supplemental General Conditions that states the Contractor(s) shall be responsible to obtain and pay for each construction trailer permit directly from the Department of Community Affairs. (General Contractor for Single Bid-Lump Sum All Trades contract, and each Contractor for Separate Bids & Single Bid contract).

DCA will allow a single permit application to cover more than one trailer per Contractor provided the building, plumbing, and electrical technical sub-code sections, as applicable, specify the correct numbers and costs. The trailers will not require a plan review.

DCA will inspect each construction trailer and issue a Certificate of Occupancy (CO) separate from the main building construction.

Storage trailers with no utility connections are exempt from this requirement.

H. SPECIAL INSPECTIONS

In accordance with the requirements of the New Jersey Uniform Construction Code, Bulletin 03-5 and as clarified further by the Department of Community Affairs, the Consultant shall be responsible for the coordination of all special inspections during the construction phase of the project.

1. Definition:

Special inspections are defined as an independent verification by a qualified person (special Inspector) rendered to the code official for **Class I buildings only**. The special inspector is to be independent from the Contractor and responsible to the building owner or owner’s agent so that there is no possible conflict of interest.

2. Responsibilities:

The Consultant shall submit with the permit application, a list of special inspections and the firm(s) that will be responsible to carry out the inspections required for the project. The list shall be a separate document, on letter head, signed and sealed.

3. Special Inspections:

The following special inspections, as applicable to this project, shall be performed in accordance with Chapter 17 of the International Building Code, New Jersey Edition, as defined below.

- Steel construction, in accordance with Section 1704.3.
- Concrete construction, in accordance with Section 1704.4.
- Masonry construction, in accordance with Section 1704.5.
- Soils, in accordance with Section 1704.7.
- Pile foundations, in accordance with Section 1704.8.
- Seismic resistance for Design Category D buildings, in accordance with Section 1707.
- Structural testing for isolation damping systems in seismic Design Category D buildings, in accordance with Section 1708.
- A quality assurance plan for seismic resistance of seismic Design Category D buildings, in accordance with Sections 1705.1 and 1705.2.

Special inspectors shall be licensed in accordance with the requirements in the New Jersey Uniform Construction Code.

X. GENERAL REQUIREMENTS

A. SCOPE CHANGES

The Consultant must request any changes to this Scope of Work in writing. An approved DPMC 9d Consultant Amendment Request form reflecting authorized scope changes must be received by the Consultant prior to undertaking any additional work. The DPMC 9d form must be approved and signed by the Director of DPMC and written authorization issued from the Project Manager prior to any work being performed by the Consultant. Any work performed without the executed DPMC 9d form is done at the Consultant's own financial risk.

B. ERRORS AND OMISSIONS

The errors and omissions curve and the corresponding sections of the “Procedures for Architects and Engineers Manual” are eliminated. All claims for errors and omissions will be pursued by the State on an individual basis and resolved during the close-out phase of the project. The State will review each error or omission with the Consultant and determine the actual amount of damages, if any, resulting from each negligent act, error or omission.

C. AIR POLLUTION FROM ARCHITECTURAL COATINGS

The Consultant shall include in the appropriate sections of the specification the requirement that all architectural coatings applied at the project site shall comply with the NJDEP Administrative Code Title 7, Chapter 27, Subchapter 23, entitled “Prevention of Air Pollution from Architectural Coatings”.

Architectural coatings shall mean materials applied for protective, decorative, or functional purposes to stationary structures or their appurtenances, portable buildings, pavements, or curbs. The coating materials include, but are not limited to, paints, varnishes, sealers, and stains.

XI. ALLOWANCES

A. PERMIT ALLOWANCE

The Consultant shall obtain and pay for all of the project permits in accordance with the guidelines identified below.

1. Permits:

The Consultant shall determine the various State and Federal approvals and permits required to complete this project.

2. Permit Costs:

The Consultant shall determine the application fee costs for all of the required project permits (excluding the NJ Uniform Construction Code permit) and include that amount in their fee proposal line item entitled “**Permit Fee Allowance**”. A breakdown of each permit and application fee shall be attached to the fee proposal for reference.

NOTE: The NJ Uniform Construction Code permit is excluded since it is obtained and paid for by DPMC.

3. Applications:

The Consultant shall fill out and submit all of the permit applications to the appropriate permitting authorities and the costs shall be paid from the Consultant's permit fee allowance provided. A copy of the application(s) and the original permit(s) obtained by the Consultant shall be given to the Project Manager for distribution during construction.

4. Consultant Fee:

The Consultant shall determine the hours required to complete and submit the permit applications, obtain supporting documentation, attend meetings, etc., and include the total cost in the base bid of their fee proposal under the "Permit Phase" column.

Any funds remaining in the permit allowance account will be returned to the State at the close of the project.

B. HAZARDOUS MATERIALS ALLOWANCE

The Consultant shall estimate all costs associated with construction administration services associated with dealing with hazardous materials as described in this scope of work and include that amount in the fee proposal line item entitled "**Hazardous Materials Allowance**". This amount shall also be identified as a separate line item on the fee proposal breakdown sheet attached for reference.

Any funds remaining in the Allowance at the end of the project shall be returned to the State.

XII. SUBMITTAL REQUIREMENTS

A. CONTRACT DELIVERABLES

All submissions shall include the Contract Deliverables identified in Section XIV. of this Scope of Work and described in the DPMC Procedures for Architects and Engineers Manual.

B. CATALOG CUTS

The Consultant shall provide catalog cuts as required by the DPMC Plan & Code Review Unit during the design document review submissions. Examples of catalog cuts include, but are not limited to:

mechanical equipment, hardware devices, plumbing fixtures, fire suppression and alarm components, specialized building materials, electrical devices, etc.

C. PROJECT DOCUMENT BOOKLET

The Consultant shall submit all of the required Contract Deliverables to the Project Manager at the completion of each phase of the project. All reports, meeting minutes, plan review comments, project schedule, cost estimate in CSI format (2004 Edition), correspondence, calculations, and other appropriate items identified on the Submission Checklist form provided in the A/E Manual shall be presented in an 8½" x 11" bound "booklet" format.

D. DESIGN DOCUMENT CHANGES

Any corrections, additions, or omissions made to the submitted drawings and specifications at the Permit Phase of the project must be submitted to DPMC Plan & Code Review Unit as a complete document. Corrected pages or drawings may not be submitted separately unless the Consultant inserts the changed page or drawing in the original documents. No Addendums or Bulletins will be accepted as a substitution to the original specification page or drawing.

E. SINGLE-PRIME CONTRACT

All references to "separate contracts" in the Procedures for Architects and Engineers Manual, Chapter 8, shall be deleted since this project will be advertised as a "Single Bid" (Lump Sum All Trades) contract. The single prime Contractor will be responsible for all work identified in the drawings and specifications.

The drawings shall have the required prefix designations and the specification sections shall have the color codes as specified for each trade in the DPMC Procedure for Architects and Engineers Manual.

The Consultant must still develop the construction cost estimate for each trade and the amount shall be included on the DPMC-38 Project Cost Analysis form where indicated. This document shall be submitted at each design phase of the project.

PROJECT NAME: Decommissioning and Demolition of Wastewater Treatment Plant
PROJECT LOCATION: Ancora Psychiatric Hospital
PROJECT NO: M1400-00
DATE: October 9, 2008

XIII. SOW SIGNATURE APPROVAL SHEET

This Scope of Work shall not be considered a valid document unless all signatures appear in each designated area below.

The Client Agency approval signature on this page indicates that they have reviewed the design criteria and construction schedule described in this project Scope of Work and verifies that the work will not conflict with the existing or future construction activities of other projects at the site.

SOW PREPARED BY:	<u>James W. Wright</u>	<u>10/9/08</u>
	JAMES WRIGHT, PROJECT MANAGER	DATE
	DPMC SCOPE DEVELOPMENT UNIT	
SOW APPROVED BY:	<u>Fred Stults</u>	<u>10/9/08</u>
	FRED STULTS, MANAGER	DATE
	DPMC SCOPE DEVELOPMENT UNIT	
SOW APPROVED BY:	<u>Katherine Fling</u>	<u>11-28-08</u>
	KATHERINE FLING, DIRECTOR	DATE
	OFFICE OF PROPERTY MANAGEMENT AND CONSTRUCTION	
	DEPARTMENT OF HUMAN SERVICES	
SOW APPROVED BY:	<u>Todd Jones</u>	<u>12/03/08</u>
	TODD JONES, PROJECT MANAGER	DATE
	DPMC PROJECT MANAGEMENT GROUP	
SOW APPROVED BY:	<u>Richard Flodman</u>	<u>12/3/08</u>
	RICHARD FLODMAN, DEPUTY DIRECTOR	DATE
	DIV PROPERTY MGT & CONSTRUCTION	

XIV. CONTRACT DELIVERABLES

The following is a listing of Contract Deliverables that are required at the completion of each phase of this project. The Consultant shall refer to the DPMC publication entitled, "Procedures for Architects and Engineers," Volumes I and II, 2nd Edition, dated January, 1991 to obtain a more detailed description of the deliverables required for each item listed below.

The numbering system used in this "Contract Deliverables" section of the scope of work corresponds to the numbering system used in the "Procedures for Architects and Engineers" manual and some may have been deleted if they do not apply to this project.

DESIGN DEVELOPMENT PHASE: 50% Complete Design Documents (Minimum)

7.1 Project Schedule (Update Bar Chart Schedule)

7.2 Meetings & Minutes (Minutes within 5 working days of meeting)

7.3 Correspondence

7.4 Submission Requirements

- 7.4.1 A/E Statement of Site Visit, As-Built Drawing Verification (if available)
- 7.4.2 Space Analysis & Program Requirements
- 7.4.3 Special Features Description: special structural features, etc.
- 7.4.4 Site Evaluation
- 7.4.5 Borings, Surveys, and Soils Analysis (provided with plan submission)
- 7.4.7 Design Rendering/Sketches
- 7.4.8 Regulatory Agency Approvals
- 7.4.10 Drawings: 7 sets
 - Cover Sheet (See A/E Manual for format)
 - Site Plan
 - Site Demolition Plan
 - Site Utility Plan
- 7.4.11 Specifications: 7 sets (See A/E Manual for format, include Division 1 and edit to describe the administrative and general requirements of the project)
- 7.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form
- 7.4.13 Bar Chart of Design and Construction Schedule
- 7.4.14 Oral Presentation of Submission to Project Team
- 7.4.15 SOW Compliance Statement
- 7.4.16 This Submission Checklist (See A/E Manual, Figure 6.4.16 for format)

7.4.17 Deliverables Submission in Booklet Form: 7 sets

7.5 Approval

7.5.1 Respond to Submission Comments

7.6 Submission Forms

Figure 7.4.12 Current Working Estimate/Cost Analysis

Figure 7.4.16 Submission Checklist

FINAL DESIGN PHASE 100% Complete Construction Documents

This Final Design Phase may require more than one submission based on the technical quality and code conformance of the design documents.

8.1 Schedule (Update Bar Chart Schedule)

8.2 Meeting & Minutes (Minutes within 5 working days of meeting)

8.3 Correspondence

8.4 Submission Requirements

8.4.1 A/E Statement of Site Visit

8.4.2 Space Analysis

8.4.3 Special Features Description: special structural features, etc.

8.4.4 Site Evaluation

8.4.5 Borings, Surveys, Soils Analysis (provided with plan submission)

8.4.7 Photographs (Where applicable)

8.4.8 Regulatory Agency Approvals (Include itemized list specific to this project)

8.4.10 Drawings: 7 sets

8.4.11 Specifications: 7 sets

8.4.12 Current Working Estimate in CSI Format & Cost Analysis 38 Form

8.4.13 Bar Chart of Design and Construction Schedule

8.4.14 Oral Presentation of this Submission to Project Team

8.4.15 Plan Review/SOW Compliance Statement

8.4.16 This Submission Checklist

8.4.17 Deliverables Submission in Booklet Form: 7 sets

8.5 Approvals

8.5.1 Respond to Submission Comments

PERMIT APPLICATION PHASE

This Permit Application Phase should not include any additional design issues. Design documents shall be 100% complete at the Final Design Phase.

8.6 Permit Application Submission Requirements

- 8.6.1 - 8.6.7: If all of the deliverables of these sections have been previously submitted to DPMC and approved there are no further deliverables due at this time
- 8.6.8 Regulatory Agency Approvals
 - (a) UCC Permit Application & Technical Sub-codes completed by A/E
- 8.6.10 Signed and Sealed Drawings: 6 sets
- 8.6.11 Signed and Sealed Specifications: 6 sets
- 8.6.12 Current Working Estimate/Cost Analysis
- 8.6.13 Bar Chart Schedule
- 8.6.14 Project Presentation (N/A this Project)
- 8.6.15 Plan Review/SOW Compliance Statement
- 8.6.16 Submission Checklist

8.7 Approvals

8.8 Submission Forms

- Figure 8.4.12 Current Working Estimate/Cost Analysis
- Figure 8.4.16 Submission Checklist (Final Review Phase)
- Figure 8.6.12-a Bid Documents Checklist (Form DPMC -555)
- Figure 8.6.12-b Bid Proposal Form (Form DPMC -3)
- Figure 8.6.12-c Notice of Advertising (Form DPMC -31)
- Figure 8.6.16 Submission Checklist (Permit Phase)
- Figure 8.7 Bid Clearance Form (Form DPMC -601)

BIDDING AND CONTRACT AWARD

9.0 Bidding Phase Requirements

- 9.0.1 Original Drawings signed & sealed by A/E, one (1) set AUTOCAD Discs
- 9.02 One Unbound Specification Color Coded per A/E Manual Section 8.4.11

- 9.03 Bid Documents Checklist
- 9.04 Bid Proposal Form
- 9.05 Notice for Advertising
- 9.1 Chair Pre-Bid Conference/Mandatory Site Visit**
- 9.2 Prepare Bulletins**
- 9.3 Attend Bid Opening**
- 9.4 Recommendation for Contract Award**
 - 9.4.1 Prepare Letter of Recommendation for Award & Cost Analysis
- 9.5 Attend Pre-Construction Meeting**
- 9.6 Submission Checklist**
- 9.7 Submission Forms**
 - Figure 9.4.1 Cost Analysis
 - Figure 9.6 Submission Checklist

CONSTRUCTION PHASE

- 10.1 Weekly Site Construction Administration**
 - 10.2 Pre-Construction Meeting**
 - 10.3 Bi-Weekly Construction Job Meetings**
 - 10.3.1 Agenda: Schedule and Chair Bi-Weekly Construction Job Meetings
 - 10.3.2 Minutes: Prepare and Distribute Minutes within 5 working days of meeting
 - 10.3.3 Schedules; Approve Contractors' Schedule & Update
 - 10.3.4 Minutes Format: Prepare Job Meeting Minutes in approved format, figure 10.3.4-a
 - 10.4 Correspondence**
 - 10.5 Prepare and Deliver Conformed Drawings**
-

10.7 Approve Contractors Invoicing and Payment Process

10.8 Approve Contractors 12/13 Form for Subs, Samples and Materials

10.10 Approve Test Reports

10.11 Approve Shop Drawings

10.12 Construction Progress Schedule

10.12.1 Construction Progress Schedule

10.12.2 CPM Consultant (if applicable)

10.13 Review & Recommend or Reject Change Orders

10.13.1 Scope Changes

10.13.2 Construction Change Orders

10.13.3 Field Changes

10.14 Construction Photographs

10.15 Submit Field Observation Reports

10.16 Submission Forms

Figure 10.3.4-a Job Meeting Format of Minutes

Figure 10.3.4-b Field Report

Figure 10.6 DPMC Insurance Form-24

Figure 10.6-a Unit Schedule Breakdown

Figure 10.6-b Monthly Estimate for Payment to Contractor DPMC 11-2

Figure 10.6-c Monthly Estimate for Payment to Contractor DPMC 11-2A

Figure 10.6-d Invoice DPMC 11

Figure 10.6-e Prime Contractor Summary of Stored Materials DPMC 11-3

Figure 10.6-f Agreement & Bill of Sale certificate for Stored Materials DPMC 3A

Figure 10.7-a Approval Form for Subs, Samples & Materials DPMC 12

Figure 10.7-b Request for Change Order DPMC 9b

Figure 10.9 Transmittal Form DPMC 13

Figure 10.10 Submission Checklist

PROJECT CLOSE-OUT PHASE

11.1 Responsibilities: Plan, Schedule and Execute Close-Out Activities

11.2 Commencement: Initiate Close-Out w/DPMC 20A Project Close-Out Form

11.3 Develop Punch List & Inspection Reports

11.4 Verify Correction of Punch List Items

11.5 Determination of Substantial Completion

11.6 Ensure Issuance of “Temporary Certificate of Occupancy or Approval”

11.7 Initiation of Final Contract Acceptance Process

11.8 Submission of Close-Out Documentation

11.8.1 As-Built & Record Set Drawings, 2 Sets of AUTOCAD Discs Delivered to DPMC
2 Sets of AUTOCAD Discs Delivered to DHS

11.8.2 (a) Guarantees
(b) Shop Drawings
(c) Letter of Contract Performance

11.8.3 Final Cost Analysis-Insurance Transfer DPMC 25

11.8.4 This Submission Checklist

11.9 Final Payment

11.9.1 Contractors Final Payment

11.9.2 A/E Invoice and Close-Out Forms for Final Payment

11.10 Final Performance Evaluation of the A/E and the Contractors

11.11 Ensure Issuance of a “Certificate of Occupancy or Approval”

11.12 Submission Forms

Figure 11.2 Project Close-Out Documentation List DPMC 20A
Figure 11.3-a Certificate of Substantial Completion DPMC 20D
Figure 11.3-b Final Acceptance of Consultant Contract DPMC 20C
Figure 11.5 Request for Contract Transition Close-Out DPMC 20X
Figure 11.7 Final Contract Acceptance Form DPMC 20
Figure 11.8.3-a Final Cost Analysis
Figure 11.8.3-b Insurance Transfer Form DPMC 25
Figure 11.8.4 Submission Checklist

PROJECT NAME: Decommissioning and Demolition of Wastewater Treatment Plant
PROJECT LOCATION: Ancora Psychiatric Hospital
PROJECT NO: M1400-00
DATE: October 9, 2008

XV. EXHIBITS

The attached exhibits in this section will include a sample project schedule, and any supporting documentation to assist the Consultant in the design of the project such as maps, drawings, photographs, floor plans, studies, reports, etc.

END OF SCOPE OF WORK